

## EDITED KSAPC LISTING

### CLASSIFICATION: DEPARTMENTAL FOOD MANAGER

**NOTE:** Each position within this classification may perform some or all of these KSAPCs.

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of principles and practices of nutrition and dietetics in order to verify the nutritional adequacy of the standardized menus and meet the menu goals of the department such as the Health Healthy Menu and National School Lunch Program guidelines.
K2.	Comprehensive knowledge of principles and practices of organizational, management, personnel, and financial (e.g. budget preparation) in order to ensure food programs are cost effective, meet departmental goals, are in compliance with all State and Federal regulations and laws.
K3.	Comprehensive knowledge of specifications and plans for food service operations and equipment for food service departments in order to assist in new and remodel construction and equipment replacement.
K4.	Advanced knowledge of preparation and use of specifications, purchase orders, and inventories of food and equipment in order to provide assistance to institution staff and Department of General Services staff.
K5.	Advanced knowledge of sanitation and safety measures in order to ensure food service operations are in compliance with State and Federal laws (e.g., California Retail food Code, DOM, California Health Code, CAL-OSHA, etc.).
K6.	Advanced knowledge of training methods in order to ensure staff development and compliance with all State and Federal laws and regulations.
K7.	Advanced knowledge of supervisory responsibilities under the Ralph C. Dills Act in order to comply with State Law.
K8.	Advanced knowledge of the department's EEO program objectives, a manager's role in the EEO program, and the necessary processes available to meet EEO objectives in order to comply with State and Federal guidelines and prevent discrimination and sexual harassment.

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KSAPC Statements	
<b>Ability to:</b>	
A1.	Ability to apply the principles and practices of nutrition and dietetics in order to verify the nutritional adequacy of the standardized menus and meet the menu goals of the department such as the Health Healthy Menu and National School Lunch Program guidelines.
A2.	Ability to administer a statewide food cost control program in order to monitor the status of institution and statewide budgets.
A3.	Ability to make inspections of food preparing and serving units in order to determine health and safety compliance and equipment and remodeling needs.
A4.	Ability to adjust menus in order to accommodate changing needs (e.g., budget constraints, nutrition, staffing, menu acceptance).
A5.	Ability to establish the policies that govern standards of food operations in order to maintain cost, promote standardization and effective, safe, and efficient operations.
A6.	Ability to plan and direct in service training programs and meeting in or to communicate and promote compliance with policy and regulations.
A7.	Ability to develop and implement standardized procedures for food service operations in order to comply with departmental goals and State and Federal laws and regulations.
A8.	Ability to analyze situations accurately and adopt an effective course of action in order to affect the best possible outcome and/or solution.
A9.	Ability to communicate at a level required for successful and effective job performance in order to establish and implement policy and change.
A10.	Ability to manage and or retain records in order to comply with department policy and request for information.
A11.	Ability to prepare written documentation (e.g., e-mails, statistical reports, audit reports, declarations) in order to promote understanding of food service operations.
A12.	Ability to plan, organize, direct, and evaluate the work of employees in order to best utilize staff resources.
A13.	Ability to assess the training needs of employees in order to ensure staff development and compliance with all State and Federal laws and regulations.
A14.	Ability to understand and fulfill supervisory responsibilities under the Ralph C. Dills Act in order to comply with State law.
A15.	Ability to apply the department's EEO program objectives, a manager's role in the EEO program, and the necessary processes available to meet EEO objectives in order to comply with State and Federal guidelines and prevent discrimination and sexual harassment.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Good personal grooming standards in order to present yourself as a professional employee.
PC2.	Freedom from communicable diseases in order to prevent the spread of disease.
PC3.	Good sense of smell and taste in order to judge food quality and condition.